

Department of Industrial Relations
DIVISION OF LABOR STANDARDS ENFORCEMENT
Licensing & Registration Unit
455 Golden Gate Avenue, 9th Floor
San Francisco, Ca 94102
(415) 703-5640; FAX: (415) 703-4808

ADDRESS REPLY TO:
P.O. Box 420603
San Francisco, CA 94142



CAR WASH REGISTRATION REQUIREMENTS FOR NEW APPLICANTS

Items numbers 1 through 13, as applicable, must be sent at the same time as one packet to the Division of Labor Standards Enforcement (DLSE) at the above P. O. Box mailing address. Items marked with an asterisk (*) are required of all applicants.

- *1) Completed Application form DLSE 666 (Rev. 09/05). Application MUST be either **TYPED** or **PRINTED** in ink.
- *2) Annual registration fee AND assessment. Your annual registration fee of \$250.00 for each branch you operate and your annual assessment of \$50.00 for each branch you operate must be paid by certified check, cashier's check, or money order made payable to "Division of Labor Standards Enforcement." The registration fee and assessment may be combined and paid in one instrument. "Branch" means a separate location of the employer's business where employees carry out car washing and polishing operations, and includes a main or central location.
- *3) A valid workers' compensation insurance certificate or a copy of the certificate from the Director of the Department of Industrial Relations consenting to your being self insured against liability to pay compensation under the State's workers' compensation laws either as an individual employer or as one employer in a group of employers. A valid workers' compensation insurance certificate MUST:
 - a) Show the complete and correct name of the legal entity that is the insured employer, i.e. full name of an individual (if a sole proprietorship), all partners, general and limited (if a partnership), name of limited liability company, or corporation, whichever is applicable.
 - b) Show correct fictitious business name (the "doing business as" name), if applicable.
 - c) Contain the complete and correct address of each location where the employer engages in the business of car washing and polishing; and
 - d) Identify the certificate holder as:

Division of Labor Standards Enforcement
Licensing and Registration Unit, 9th Floor West
P.O. Box 420603
San Francisco, CA 94142-0603

IMPORTANT: The DLSE will not accept copies of an application for insurance, policy declaration, information page, annual rating endorsement, or payroll report. Only the actual certificate or a readable copy will be accepted.

- 4) A copy of the Fictitious Business Name Statement(s) (doing business as (dba)) for any business name(s) you use or intend to use.

- *5) A copy of your State Employer Identification Number (SEIN) or a copy of the application for same.
- *6) A copy of your Federal Employer Identification Number (FEIN) or a copy of the application for same.
- 7) A copy of the Articles of Incorporation, if you are a corporation.
- 8) A copy of the Statement of Information by a domestic stock corporation, if you are a corporation.
- 9) A copy of the Articles of Organization, if you are a limited liability company.
- 10) A sample form of your contract and the 24-hour cancellation notice that you use/ intend to use, if you are an employee leasing company.
- 11) If you intend to contract with an employee leasing company as the employer, that employee leasing company must be currently registered with the Labor Commissioner as an employer engaged in the business of car washing and polishing, and you must submit the following:
 - a) A copy of the signed contract between you and the employee leasing company; and
 - b) A current workers' compensation insurance certificate that is provided to you by the employee leasing company.
- *12) Proof of compliance with the local government's (i.e., city, county, district, etc.) business licensing or regional regulatory requirements. For example, a car wash operating within the jurisdiction of the South County Regional Wastewater Authority is required to have an industrial waste discharge permit certificate, a copy of which would be included in the applicant's registration packet.
- *13) **Surety bond.** A surety bond in the amount of a minimum of Fifteen Thousands (\$15,000.00). The bond must be issued by a surety company licensed to do business in the State of California and must be in favor of, and payable to the people of the State of California. The bond may either be on the surety's form or on the form provided by the Labor Commissioner, Car Wash Bond, DLSE 668 (09/05).

*Included with this new registration packet are Internal Revenue Service (IRS) form 8821 and instructions for completing such form. You must submit a completed form 8821 directly to the IRS Compliance Verification Group (CVG). The address for the IRS CVG is listed on the front page of the pamphlet entitled "Car Wash Registration—Proof of Tax Filing and Payment."

IMPORTANT: Submitting an application for a certificate of registration DOES NOT authorize you to operate a car washing and polishing business. It is illegal to operate a car washing and polishing business without first obtaining a car wash registration certificate from the State Labor Commissioner. If you operate without a valid certificate of registration, you will be subject to a civil penalty.